

NEW BRITAIN PUBLIC LIBRARY
January 22, 2025
MONTHLY BOARD MEETING
COMMUNITY ROOM
5:00 PM

Any member of the public wishing to speak at the meeting must sign the signup sheet prior to the start of the meeting posted in the Jefferson Branch Library. In the case of a virtual meeting, participants must contact the library administration 24 hours prior to the scheduled start of the meeting.

- I. Call to Order**
- II. Public Participation**
- III. Minutes of Previous Meeting:** December 2024
- IV. Financial Report:** November 2024
- V. Library Director's Report**
 - A. December 2024
 - B. Statistics - enclosed
- VI. Committee Reports – Committee Assignments**
 - A. Executive Committee/President's Report – Mr. Berrios
 - B. Building Committee – Mr. Bray
 - C. Finance Committee – Mr. Whalen
 - D. Community Relations Committee – Ms. Girolomoni
 - E. Friends of the New Britain Public Library – Ms. Cormier
 - F. Board Development Committee – Ms. Bosse Neumann
- VII. Old Business**
- VIII. New Business**
- IX. Correspondence**
- XI. Adjournment**

NEW BRITAIN PUBLIC LIBRARY
MINUTES OF BOARD OF TRUSTEES MEETING, December 18, 2024

PRESENT: Juan Berrios, Geoffrey Bray, Kimberly Bosse Neumann, Norman Dorval, Mike Humen, Donald Naples, Danny Salerno, John Whalen

ABSENT: Sarah Cormier, Nicholas D'Agostino, Susan Girololoni, Jerrell Hargraves, Andrew McCarthy, Nate Simpson, Francis Volz

STAFF: Viktor Sjöberg, Jazz Coakley, Adam Howes, Kari Burgess, Brett Garabedian, Cara Mackenzie, Rachel Szostek

GUESTS:

- I. **CALL TO ORDER:** at 5:06 p.m. by Juan Berrios.
- II. **PUBLIC PARTICIPATION:** None.
- III. **MINUTES:** John Whalen moved to accept the minutes as amended of the October 23, 2024 meeting of the Board of Trustees as amended. Seconded by Danny Salerno. Motion passed.
- IV. **STAFF PRESENTATION:** Brett Garabedian, Cara Mackenzie, and Rachel Szostek presented on the Homeschool Program.
- V. **ACTION ITEMS:**
 - A. **Review and approval of the revised Collection Development Policy** – John Whalen moved to approve the revised Collection Development Policy. Seconded by Norman Dorval. Motion passed.
- VI. **FINANCIAL REPORT:** September and October 2024 report, as submitted by Jazz Coakley. Jazz also reported September was the first month of the fiscal year where the library's revenue exceeded its expenses. The library is returning \$3.6K in endowment funds to the New Britain Institute as it received the FY25-26 amount in error. Personnel remains under budget. A new Glowforge Machine was purchased for the Makerspace for \$5.4K; gifts and grants will cover this expense. The final invoices for the annual audit have been received; the grand total is \$17.5K. A 10% increase has been budgeted for next year's audit. Phone upgrades were offset with annual giving funds. The fundraising event at Five Churches made \$237.96. New fundraising opportunities are being explored.
- VII. **A. LIBRARY DIRECTOR'S REPORT:** October and November 2024, as submitted by Viktor Sjöberg. Viktor introduced the new Head of Adult Services and Community Outreach, Kari Burgess. A \$25K grant from a local family has been received from The Community Foundation of Greater New Britain. Ten little free libraries stocked with books are being installed throughout New Britain; four story walks are also being installed. Viktor shared the library's new logo with the group. The new website is expected to launch in late January.
 - B. **Statistics** – as submitted.

VIII. COMMITTEE REPORTS:

- A. **Executive Committee/President's Report** – Juan Berrios reported Executive Session will be held after the meeting is adjourned.
- B. **Building Committee** – Geoffrey Bray reported color samples for the study room project have been received. A contract has been finalized for the roof reimbursement.
- C. **Finance Committee** – As submitted by John Whalen.
- D. **Community Relations Committee** – Kim Bosse Neumann reported the committee has discussed shifting away from the Literary Libations event title and replacing it with an annual event specific to the library's current area of focus.
- E. **Friends of the New Britain Public Library** – As submitted by Sarah Cormier.
- F. **Board Development Committee** – Kim Bosse Neumann reported the committee has been working remotely on a shared document to revamp the board membership application.

IX. **OLD BUSINESS**: None.

X. **NEW BUSINESS**: None.

XI. **CORRESPONDENCE**: None.

XII. **EXECUTIVE SESSION**: Juan Berrios moved to go into Executive Session at 6:03 p.m.

XIII. **ADJOURNMENT**: The meeting adjourned at 6:18 p.m.

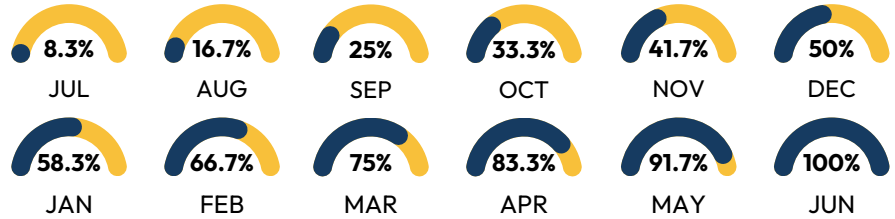
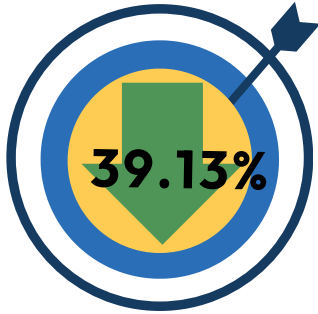
The next meeting will be on Wednesday, January 22, 2025, at 5:00 p.m. in the Community Room.



NEW BRITAIN PUBLIC LIBRARY

MONTHLY FINANCIAL REPORT

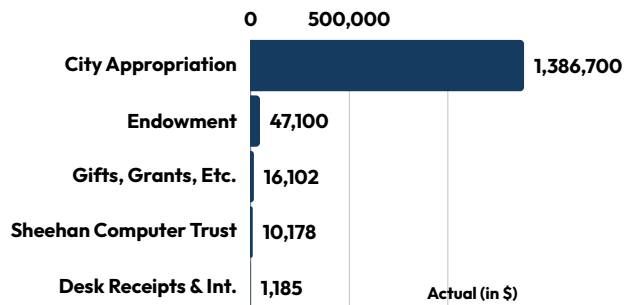
NOVEMBER 2024



Monthly target expenditure percentages over 12 month fiscal period

REVENUE BREAKDOWN

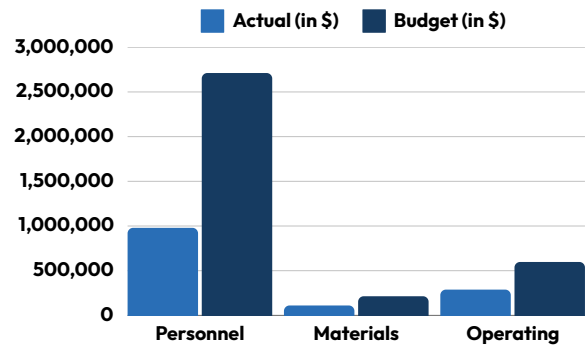
Year-to-date total revenues: \$1,461,264



* Revenue applied to special project classes instead of operational budget

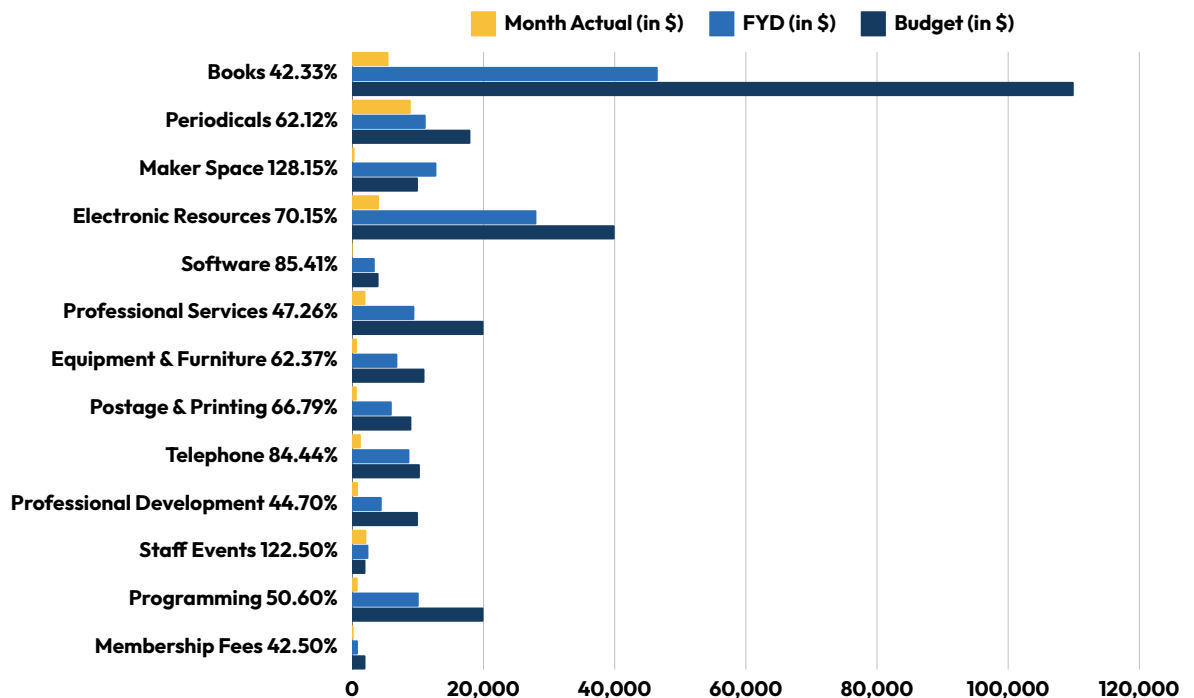
EXPENSE BREAKDOWN

Year-to-date total expenses: \$1,378,556

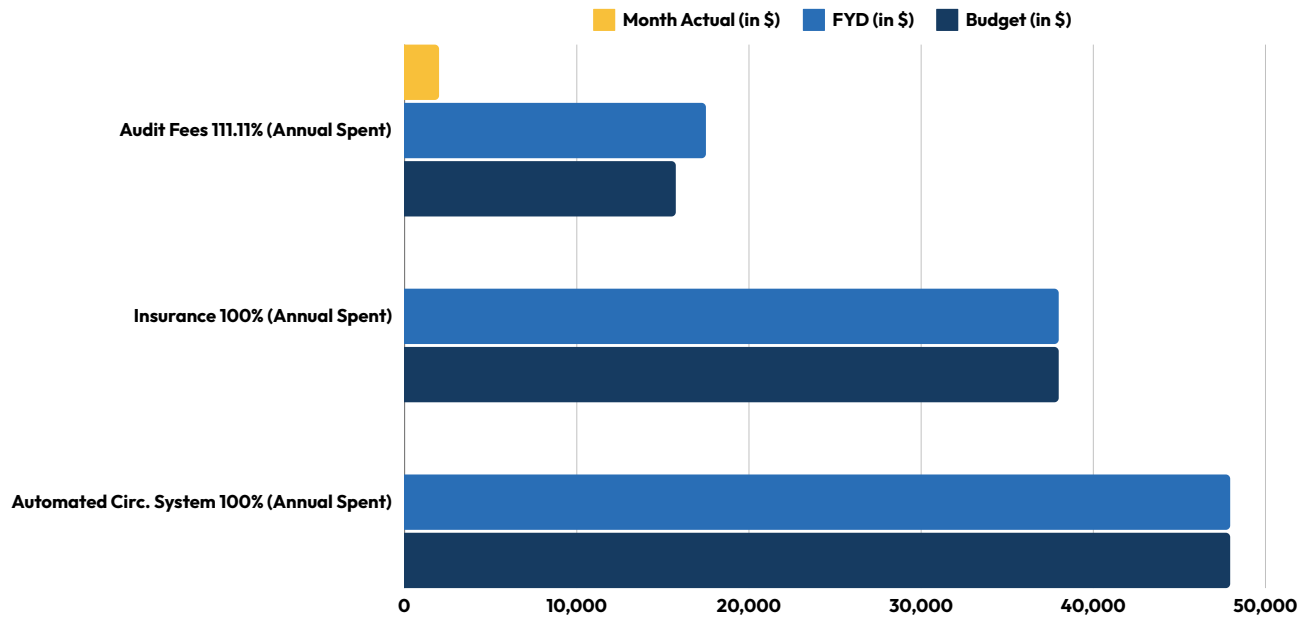


PROJECTS & EQUIPMENT FUNDED BY GIFTS & GRANTS: NONE.

EXPENSE BUDGETS EXCEEDING MONTHLY TARGET



EXPENSE BUDGETS MET ANNUAL TARGET



Fiscal Year 2024-2025

YTD + Remaining Budget	Budget	NOVEMBER	NOVEMBER	Received/	Remaining
	FY 24-25	Actual	F-Y-D	Spent	Budget
REVENUES					
City Appropriation	3,328,079	277,340	1,386,700	41.67%	(1,941,379)
State Grant	3,000	0	0	0.00%	(3,000)
Desk Receipts	3,000	136	1,185	39.49%	(1,815)
Endowments	40,000	0	47,100	117.75%	7,100
Gifts, Grants, Fundraising	71,000	288	16,102	22.68%	(54,898)
Sheehan Interest-Computers	18,100	0	10,178	56.23%	(7,922)
BorrowIT CT	5,000	0	0	0.00%	(5,000)
NEH Grant Fund Income	5,100	0	0	0.00%	(5,100)
Maintenance Reserves	50,000	0	0	0.00%	(50,000)
	3,523,279	277,764	1,461,264	41.47%	(2,012,015)
EXPENSES					
Full-Time Salaries	1,569,235	118,491	621,115	39.58%	948,120
Part-Time Salaries	392,309	25,909	144,980	36.96%	247,329
Social Security Taxes	121,616	8,685	46,030	37.85%	75,586
Medicare Taxes	28,442	2,031	10,765	37.85%	17,677
Employee Insurance	479,297	24,709	131,076	27.35%	348,222
Pension	110,841	4,765	25,535	23.04%	85,306
Unemployment Compensation	10,000	0	0	0.00%	10,000
TOTAL PERSONNEL	2,711,740	184,590	979,500	36.12%	1,732,240
Audio Visual	35,000	2,951	12,115	34.61%	22,885
Books	110,000	5,503	46,560	42.33%	63,440
Microfilm	1,000	0	0	0.00%	1,000
Periodicals	18,000	8,904	11,182	62.12%	6,818
Makerspace	10,000	332	12,815	128.15%	(2,815)
Electronic Resources	40,000	4,060	28,061	70.15%	11,939
TOTAL MATERIALS	214,000	21,750	110,733	51.74%	103,267
Internet Services	14,000	140	3,376	24.11%	10,624
Software	4,000	52	3,416	85.41%	584
Professional Services	20,000	1,996	9,452	47.26%	10,548
Audit Fees	15,750	0	17,500	111.11%	(1,750)
Parking	3,600	300	1,500	41.67%	2,100
Fuel & Utilities	125,521	7,129	43,401	34.58%	82,120
Equipment & Furniture	11,000	710	6,861	62.37%	4,139
Maintenance Contracts	65,000	1,192	16,373	25.19%	48,627
Repairs (Funded by Maintenance Reserves)	50,000	246	12,019	24.04%	37,981
Computers	18,100	0	14,043	77.58%	4,057
Insurance	37,991	0	37,991	100.00%	0
Office Supplies	27,000	1,591	9,319	34.51%	17,681
Postage & Printing	9,000	673	6,011	66.79%	2,989
Marketing	10,000	81	2,290	22.90%	7,710
Outreach	5,000	625	908	18.16%	4,092
Building Maintenance Supplies	14,000	1,294	4,908	35.06%	9,092
Security Fees	53,827	5,720	21,502	39.95%	32,325
Telephone	10,300	1,290	8,697	84.44%	1,603
Automated Circulation System	47,950	0	47,950	100.00%	0
Legal Fees	5,500	112	1,234	22.43%	4,266
Travel Reimbursement	2,500	110	463	18.51%	2,037
Professional Development	10,000	849	4,470	44.70%	5,530
Staff Events	2,000	2,134	2,450	122.50%	(450)
Programming	20,000	810	10,120	50.60%	9,880
Membership Fees	2,000	200	850	42.50%	1,150
Institutional Dues	3,500	250	1,221	34.89%	2,279
Educational Reimbursement	10,000	0	0	0.00%	0.00%
TOTAL OPERATING	597,539	27,506	288,323	48.25%	309,216
TOTAL EXPENSES	3,523,279	233,846	1,378,556	39.13%	2,144,723



NEW BRITAIN
PUBLIC LIBRARY

ADMINISTRATIVE REPORT

DECEMBER 2024

NEW BRITAIN PUBLIC LIBRARY

STRATEGIC PLAN 2023 - 2028

GOALS & OBJECTIVES

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

- a. Increase NBPL usage and the number of card holders.
- b. Provide program offerings geared to community needs (social issues, housing, employment, education, health, technology training).
- c. Meet the community where they are (outreach and promotion of services).

GOAL 2: COMMUNITY

- a. Develop and implement DEI (diversity, equity and inclusion) initiatives for the particular needs of our Staff, Board of Trustees and New Britain population.
- b. Work with Central Connecticut State University (CCSU), the Chamber of Commerce, New Britain Public Schools, and Religious, Civic and Community Partners to develop programs connecting all of us.
- c. Improve and expand programming and interaction with New Britain youth in grades 6-12, and young adults ages 18-24.
- d. Recruit and appoint members to the Board of Trustees who reflect the diversity of the community including young people.
- e. Expand the reach of NBPL services including ways to go to the community rather than have them come to us, via bookmobiles, traveling programs, etc.

GOAL 3: BUILDING: PROVIDE HEALTHY, SAFE SPACE AT NEW BRITAIN PUBLIC LIBRARY

- a. Work with the New Britain Institute Board of Managers to monitor the NBPL endowment and the use of funds to maintain and improve its buildings.
- b. Continue monitoring and funding building improvements.
- c. Complete fundraising for Phase II of outdoor renovations.
- d. Create a fundraising plan for parking lot entrance renovation.
- e. Explore additional small meeting rooms and a small business center.
- f. Expand space or change location of Local History Room and explore the possibility of re-establishing a New Britain Historical Society.

GOAL 4: OPERATIONS AND FUNDRAISING

- a. Review personnel policies and procedures.
- b. Conduct a Staff climate survey annually in order to promote a positive, creative and inclusive culture.
- c. Review backup and recovery supports for all technological systems; adjust as needed.
- d. Expand training opportunities for Trustees in the areas of DEI, fundraising, library services and programming.
- e. Invite staff to make quarterly presentations on programs and/or services to the Board so members can be better stewards of the NBPL.

NEW BRITAIN PUBLIC LIBRARY

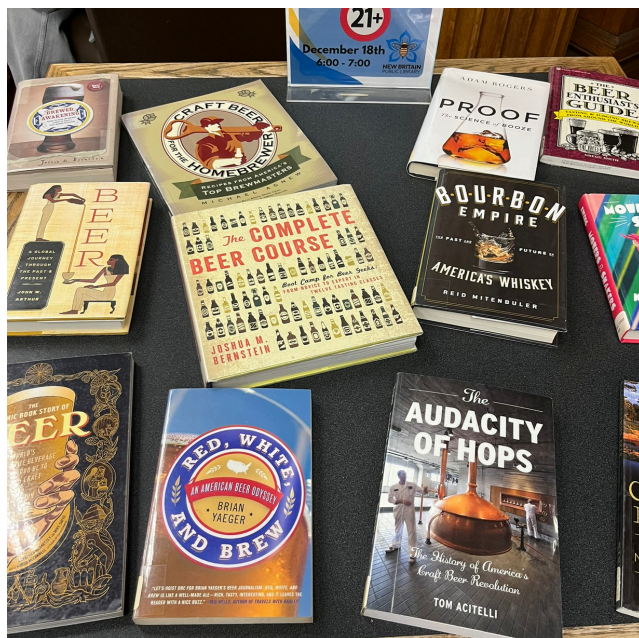
ADULT SERVICES AND COMMUNITY ENGAGEMENT

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



In December, the library opened up the book display by the circulation desk to students from CCSU's Art History Department. The students and their professor were shown how to find the books and what section books about Art History and Connecticut Art and Artists could be found, then they chose their own books and designed their display. (Goals 1a & 2b)



The library hosted cicerone and New Britain resident Em Sauter, who led audiences through an educational Beer Tasting featuring beers from Fox Farm Brewery in Salem, CT. (Goal 1a)

NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



Project SEARCH of the UCONN Health Center visit:

Eight participants from UConn Hospital's Project Search visited the Makerspace for two hours. They explored all our resources, including the 3D printer, laser cutter, Cricut, crafts, and button maker, experimenting with the full range of our capabilities. (Goals 1b & 2b)



December Community Project:

This month, the Hive Makerspace hosted a community project to knit and crochet scarves for a local homeless shelter. We provided materials and tools, and patrons contributed their time and skills to help those in need stay warm this winter. (Goal 2b)

NEW BRITAIN PUBLIC LIBRARY MAKERSPACE

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

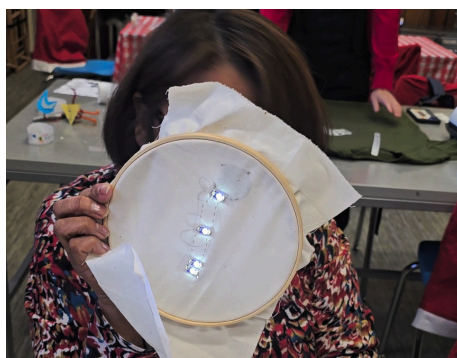
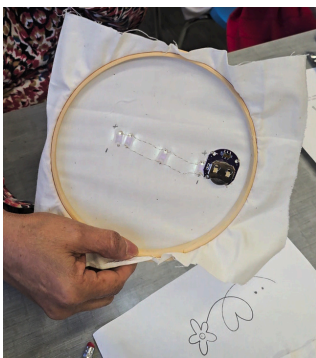
Makerspace Merry Crafts:

Patrons enjoyed an all-day holiday workshop, where they crafted beautiful gifts and decorations for the season. It was a festive celebration of creativity and community. (Goal 1b)



Take-Home Project of the Month Dec:

For December, we made a kit with wooden snowflakes cut using the Glowforge laser cutter. Makers can learn macramé techniques while decorating the snowflakes. (Goal 1a)



Wearable LED embroidery

At the Wearable LED embroidery workshop, participants combined creativity with technology to make stunning embroidered pieces using circuits, LED lights, and conductive threads. (Goal 2b)

NEW BRITAIN PUBLIC LIBRARY

CIRCULATION

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY

The Circulation and Adult Services departments can't wait to be in our new combined area! Both departments temporarily moved to the Information desk on December 12th.



Dec 2024

172 New Cards Issued

85 Cards Renewed

11386 Total New Britain Cardholders

**19719 Items Circulated (includes
Jefferson and e-content)**



Ninety-one books were delivered in December. Among these, we had the opportunity to deliver books for a brand-new book discussion program at Jerome Home, as requested by the Event Coordinator. She was so pleased that we could provide them with multiple copies for this program and hopes the interest in it will grow with the residents. (Goal 1c)

NEW BRITAIN PUBLIC LIBRARY JEFFERSON BRANCH

GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

& GOAL 2: COMMUNITY



We continued our outreach efforts at Holmes Elementary School with a visit in December. Use of library resources was promoted while having sing-a-long and story times. Elizabeth, Branch Coordinator, was able to read with kindergarten, first grade, third grade, fourth grade, and fifth grade students. (Goal 2a)

This month staff worked to relabel and organize the “Early Chapter Book” section with the Juvenile Fiction. Working with technical services, records and labeling was updated. (Goal 1a)



NEW BRITAIN PUBLIC LIBRARY

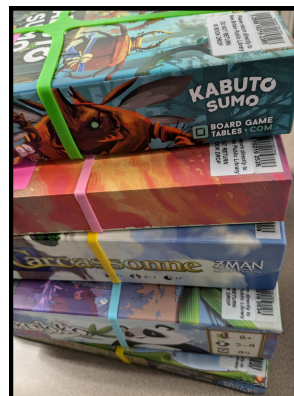
TECHNICAL SERVICES



GOAL 1: PROVIDE PROGRAMS AND SERVICES TO ALL COMMUNITY MEMBERS

- * Megan and Janet worked with Kari to devise a new magazine holdings schedule. We are moving to a “one in/one out” policy to help keep the collection fresh throughout the year, as opposed to doing a massive clean-out each December. We will be saving staff time, as well as valuable space in our Periodicals room and Closed Stacks storage (Goal 1a)
- * We continued working on relabeling and weeding adult fiction (Goal 1a)
- * Continued working on adding spine labels to Children’s graphic novels and fiction paperbacks (Goal 1a)
- * We cataloged and processed 12 newly purchased board games. Unlike our other adult games, this will be a circulating collection as we work on growing our Library of Things (Goal 1a)

699 Items Added
3287 Items Withdrawn
71 Items Mended
48 Orders Placed
277 Records Managed



In the course of weeding adult fiction, we found ourselves with a subset of books that were too old to give to the Friends but still in good shape. So we began to set these aside to build a collection of outreach books for staff to use as giveaways...

Fortuitously, shortly after starting this initiative, a local non-profit reached out to us in the hopes of acquiring used books. We were able to donate over 200 gently used adult fiction books to the New Britain Root Center for Advanced Recovery. They plan to make this collection available to the 800 community members they serve on a daily basis (Goal 1c)

NEW BRITAIN PUBLIC LIBRARY BUILDING & MAINTENANCE

GOAL 3: BUILDING PROVIDE HEALTHY SAFE SPACE AT NEW BRITAIN PUBLIC LIBRARY

COMPLETED

RingCentral



Phone System Upgrade: The phone system upgrade to a Voice-Over-IP (VOIP) system with Ring Central is complete at both the main library and Jefferson branch. This upgrade provides technological advantages to promote workforce productivity, efficiency, and bolsters various forms of communication amongst staff and the community.

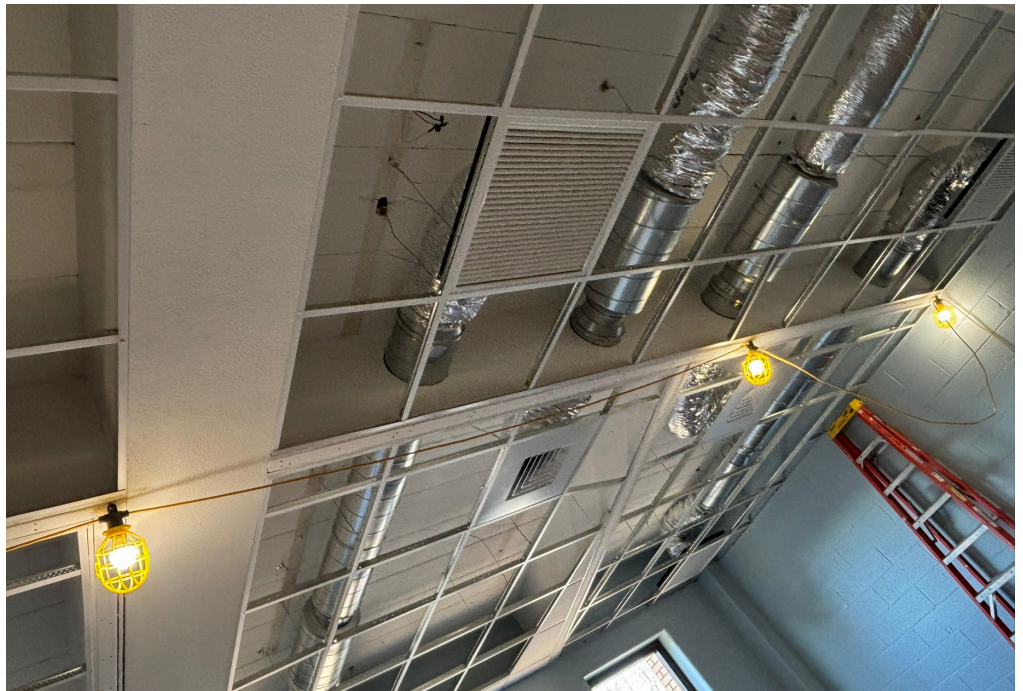
IN PROGRESS



The heaters lining the benches in the Children's department have had pieces of oak installed underneath the grates to create a buffer between the radiator and the copper grate its self. While this strategy has minimized most of the heat, additional measures are being researched including replacement of the grates to a different material, in order to meet safety guidelines.

IN PROGRESS CONTINUED...

Ceiling Grid & HVAC



Study Room Project: The construction of the Study Rooms in the Cooper Building is still underway. Floor leveling, painting, header installation, drop ceiling grid, and HVAC have been installed. Remaining phases include electrical and installation of the study room walls and doors. Furniture and technology will also be acquired for each study room.

GOAL 3: BUILDING PROVIDE HEALTHY SAFE SPACE AT NEW BRITAIN PUBLIC LIBRARY

IN PROGRESS CONTINUED...





Information & Circulation Desk Consolidation: The construction of the Circulation Desk is underway. The desk has been expanded and oak-cased walls are being erected to create a cohesive workspace. Push-swing doors will be installed to accommodate book carts and handicap accessibility. An island will also be installed in the center to support workspace functionality. Once completed the Information Desk will be disassembled. The consolidation will bolster efficiency, cross-departmental support, maximize library spaces, and conveniently serve patrons from one central location.

ADDITIONAL PROJECTS IN PROGRESS




- Erwin Wing Roof Replacement
- Cooper Wing Partial Roof Replacement
- CCTV Surveillance Upgrades to 2nd & 3rd Floor, and Building Exterior
- Waterproofing of Hawley Basement




Monthly Statistics December 2024

		December 2024	December 2023
	Total Library Days Open Main	24	24
	Total Library Days Open Jefferson	19	20
	Total Visitors On-Site Main	11937	11975
	Total Visitors On-Site Jefferson	1000	1045


Library Services

Library Services				December 2024	December 2023
Main Branch				Jefferson Branch	
	Circulation of Library Materials	15127	15593	1679	1716
	eAudiobook/eBook/eMagazine Downloads	2273	1764		
	Audio/Video Streaming	145	99		
Circulation Total		17545	17456		
	Library Cards Issued	210	290	47	5
	Reference Questions	1546	583	122	97


Technology

	Library Website Sessions	4406	4100
	In-House Computer Use	1535	1520
	WiFi Usage	262	Unavailable

Outreach & Programming

	Number of Programs Presented (on-site, off-site, includes virtual)	129	40
	Program Attendance	1786	575

Facility Usage

	Number of Community Room Reservations	15	11
	Community Room Attendance	316	217



New Britain Public Library Finance Committee Meeting Minutes

January 15, 2025

Attendees: Jazz Coakley, Viktor Sjöberg, Maryanne Kolitsidas, John Whalen, and Juan Berrios.

The committee reviewed the annual budget proposal for the City of New Britain which is due Friday the 17th. The committee approved the proposal encompassing an 8% increase. Jazz and Viktor will complete the narrative reporting that accompanies the budget submittal. The committee will review that before its submission to the city.

January 17, 2025

Attendees: Jazz Coakley, Viktor Sjöberg, John Whalen, and Juan Berrios.

The committee reviewed the November 2024 financial reports presented by Jazz. Andrea is working reconciling the December accounts with the target of reviewing December and January activity at our February meeting. We are still on budget and there are no significant financial concerns. Once again Jazz reported the Institute has not transferred the 2023-2024 Sheenan funds to the library despite repeated requests.

The committee reviewed and approved the final budget appropriation for our 2025 – 2026 fiscal year along with the associated narrative. We are requesting an 8% increase overall. The narrative provides our justification for those line items for which we are requesting an increase. Immediately following the meeting Jazz sent the appropriation request to the City of New Britain.

Viktor reported that in conjunction with our partner Literacy Volunteers of Central Connecticut, we have applied to the Carnegie Corporation of New York for a grant to support English language and youth programs in libraries. This new grant opportunity will invest \$5 million in public libraries. This grant opportunity appears well suited to our joint mission and grants of up to \$500,000 are possible. For more information on this grant, please use the attached link: [Call for Submissions: Grants to Support Public Libraries Nationwide : News | Carnegie Corporation of New York](#)

John D. Whalen, Chairperson